

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

|  |                                      |
|--|--------------------------------------|
| <b>SUBJECT:</b><br>State Holidays in 2006 for Excluded Employees | <b>REFERENCE NUMBER:</b><br>2005-040 |
| <b>DATE ISSUED:</b><br>10/21/05                                  | <b>SUPERSEDES:</b><br>2005-039       |

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers**

**FROM:** Department of Personnel Administration  
Policy and Operations Division

**CONTACT:** Personnel Services Branch  
(916) 323-3343  
Fax: (916) 327-1886  
Email: PSB@dpa.ca.gov

The following chart shows the 2006 holiday schedule for excluded State employees.

| <b>2006 Holiday Schedule – Excluded Employees</b>  |                                |
|--|--------------------------------|
| Monday, January 2  | New Year's Day* (observed)     |
| Monday, January 16   | Martin Luther King Jr. Day     |
| Monday, February 13  | Lincoln's Birthday* (observed) |
| Monday, February 20  | Washington's Birthday          |
| Friday, March 31   | Cesar Chavez Day               |
| Monday, May 29   | Memorial Day                   |
| Tuesday, July 4  | Independence Day               |
| Monday, September 4  | Labor Day                      |
| Monday, October 9  | Columbus Day                   |
| Friday, November 10  | Veteran's Day** (observed)     |
| Thursday, November 23  | Thanksgiving Day               |
| Friday, November 24  | Day after Thanksgiving         |
| Monday, December 25  | Christmas Day                  |
| * When a holiday falls on a Sunday, it's observed the following Monday.                              |                                |
| ** When November 11 <sup>th</sup> falls on a Saturday, the holiday is observed the preceding Friday. |                                |

In addition to the holidays listed in the above chart, excluded employees receive one personal holiday per fiscal year.

To be eligible for a personal holiday, an employee must either be: (a) appointed to a class that requires a probationary period; (b) appointed to an exempt position where leave credits are

earned; or (c) appointed to a Career Executive Assignment (CEA) for more than six months. Once eligible employees complete six months of their initial probationary period, they are credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 for each fiscal year.

Employees with a collective bargaining identifier of "E" are ineligible to receive a personal holiday (e.g., Seasonal Clerk).

Personnel staff with questions about this memo should contact our Personnel Services Branch at the phone number or e-mail address listed on the front page.

/s/Daryll Tsujihara

Daryll Tsujihara, Chief  
Classification and Compensation Division